

Regulations for the Implementation of Micro-credit Courses at I-Shou University

Adopted by the University Administration Council on December 11, 2019, and promulgated with the consent from the President dated on December 25, 2019

- Article 1 The Regulations for the Implementation of Micro-credit Courses at I-Shou University (hereinafter referred to as "the Regulations") are made by I-Shou University (hereinafter referred to as "the University") to encourage faculty members to offer theme-based micro-credit courses to arouse students' interest in autonomous learning, cultivate students' teamwork spirit, and promote knowledge-action integration.
- Article 2 A micro-credit course offered by each college or department (institute, program, or center) comprises a series of learning activities aiming at equipping students with certain professional competencies. In principle, a micro-credit course shall focus on hands-on experience in industries and may be delivered in a variety of ways, including lectures, speeches, training, and workshops. The aforesaid learning activities shall be held in accordance with the applicable regulations and rules of the University.
- Article 3 A faculty member who intends to offer a micro-credit course shall submit an application form and a course outline to the Curriculum Committee of his/her college or department (institute, program, or center) one semester prior to the beginning of the micro-credit course. The aforesaid application passing the review by the Curriculum Committee will then be submitted to the Curriculum Section of the Office of Academic Affairs (hereinafter referred to as "the Section"), and the Section will submit it to the Micro-credit Course Review Committee for suggestions. Once the application is approved by the department-, college-, and university-level Curriculum Committees and the University Academic Council, the applying faculty member may offer the micro-credit course.
- Article 4 The Micro-credit Course Review Committee is convened by the Dean of Academic Affairs, and the Dean and the Deputy Dean of Academic Affairs shall be ex-officio members. The other members shall be representatives from colleges (one person per college). Each college shall recommend three faculty members to the convener, and

the convener shall select one from a candidate list provided by each college as a committee member. Selected members shall serve a one-year term and may be reappointed.

The Section is responsible for holding committee meetings, and the section chief of the Section shall serve as the executive secretary. The Micro-credit Course Review Committee may invite persons it thinks necessary to attend a committee meeting as participants without the power to vote.

Article 5 Rules about offering micro-credit courses:

1. A micro-credit course is not part of a formal course, and it shall also serve as a supplementary elective course for students from other colleges or departments (institutes, programs, or centers).
2. "Micro Credits" shall be noted after the title of a micro-credit course. The course title shall be "○○○微學分" in Chinese and "XXX (Micro Credits)" in English.
3. Every semester each college and department (institute, program, or center) may apply for offering micro-credit courses of up to two credits in total, and the credits shall be included in the total number of credits of courses offered by each academic unit. The minimum course enrollment is 15 students.
4. In principle, a required professional course shall not be offered in the form of a micro-credit course.
5. A faculty member is not permitted to apply for offering a micro-credit course if the teaching survey result of the courses he/she offered in the previous semester failed to meet the criteria.

Article 6 Rules about taking micro-credit courses:

1. A student is not permitted to take a micro-credit course whose title is identical to that of a formal course he/her has taken or take the same micro-credit course again; otherwise, the Section will ask the student to drop the micro-credit course.
2. Students shall register for micro-credit courses before the deadline set by course-offering units. Course-offering units shall be responsible for course arrangements, attendance records, and student learning outcomes.
3. The application for midterm course withdrawal is not applicable to micro-credit courses.
4. The number of credits of micro-credit courses shall be excluded from the maximum number of credits students can take per semester.

- Article 7 One credit will be granted when a student has taken a micro-credit course for at least eighteen hours. To get the accumulated credits, a student shall file an application one semester prior to graduation. Each student can get up to four credits by taking micro-credit courses for graduation, which will be marked as "Passed" or "Failed" on the academic transcript.
- No credit will be granted to students until they have taken a micro-credit course for at least eighteen hours.
- Article 8 Course registration, attendance, and evaluation of students taking micro-credit courses are subject to the Academic Rules of I-Shou University, the Regulations for Course Registration at I-Shou University, and rules concerning student attendance and performance evaluation.
- Article 9 The calculation of teaching hours of micro-credit courses is subject to the Regulations for the Calculation of Teaching Hours and Hourly Pay Rates for Faculty Members at I-Shou University.
- Article 10 Matters not mentioned herein, if any, shall be subject to the applicable regulations and rules of the University.
- Article 11 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.